

## PFA bulletins issued to trustees and committee over the time of the pandemic to date 21/11/20

### 19<sup>th</sup> March 2020

1. AGM postponed until the 7th September with no change in Chairman until then. However the financial report for Charity Commission will still be produced and I would also like the Clubs to submit their annual reports before first May so they can be distributed by email instead of holding the May AGM.
2. The Fete is postponed to 20th September. Will review in June and if necessary postpone until next summer. I will write to all the stall holders and arrange refunds if they are required at this stage. If you have been dealing with an individual or organisation about a booking on the PFA's behalf can **you please inform them of the situation** I do not necessarily have full contact details or knowledge of who you have spoken to.
3. Village Litter pick day postponed from 4th April to 12th September, also to be reviewed, as we will comply with whatever the Keep Britain Tidy Campaign ask us to do.
4. Jason has promised to complete work on concrete base very soon, so I will once again make contact with companies supplying the graphics.
5. We are in discussion with Tony Sparano about a Junior Team know as Phoenix FC sharing the use of the field for Sunday morning matches **on their own pitch**, smaller than the adult pitch. Tony has lots of links with Burton and several of the children that play in the team live in Burton or attend Burton School. Brian is going to contact Tony to discuss how this will work. Once the detail is sorted I will inform everyone and draft the contract. Hopefully their contract and that of the Tennis Club can be signed before Easter. We have to renew insurance before the end of May so all our paper work could do with being in place by then.

### 5<sup>th</sup> May 2020

You all received the notes from the short meeting we held just before lockdown. There are several additional pieces of information and changes.

1. Postponement of AGM which should have been 11th May. We agreed to defer the meeting until September. However I can't do the date suggested and propose we pencil in 14th September for the meeting with no change in committee posts until then. We can review this arrangement and date nearer the time. However, the financial report for Charity Commission will still be produced by Helen and I would also like the Clubs to submit their annual reports to me so they can be distributed by email next week.

- Brian - I have two quite full reports from you explaining the situation the football has had this season. I can use them, or you could redraft them into one brief report.
- Carol - May I have a copy of your report from your AGM, when the handover to new committee took place, so we have a record of Tennis Club activity in 2019 season

2. At present the Fete is postponed to 20th September. The stall holders have been informed, some refunds have been made to those who paid in advance for their pitch. Will review the situation in July and if necessary postpone until next summer.

If you have been dealing with an individual or organisation about a booking on the PFA's behalf can **you please inform them of the situation** I do not necessarily have full contact details or knowledge of who you have spoken to.

3. Village Litter pick day postponed from 4th April to 12th September, also to be reviewed, as we will comply with whatever the Keep Britain Tidy Campaign ask us to do.
4. Jason has been unable to complete work on concrete base or the weather shield on the pavilion door. I'm hoping that now it is much easier to get materials the work will be done soon.
5. We are in discussion with Tony Sparano about a Junior Team know as Phoenix FC sharing the use of the field for Sunday morning matches **on their own pitch**, that is smaller than the adult pitch. Tony has lots of links with Burton

and several of the children that play in the team live in Burton or attend Burton School. Brian is going to contact Tony to discuss how this will work. Once the detail is sorted I will inform everyone and draft the contract.

6. After consultation with those of you who are trustees we have wavered the second instalment of the Burton FC rent

7. Early in the year we agreed the summer hire of a portaloos for the field. Expecting delivery of this anytime now. Paul Hubbard happy to service it weekly.

8. The weed killing and decompaction work on the field was not actioned and weed killing will take place in spring 2021.

17<sup>th</sup> May 2020

As you are aware we were unable to hold our AGM this week. We are still obliged to complete our end of year accounts for the Charity Commission, so I thought it would keep things in line to gather and collect reports in the usual way. If possible I will re-schedule our AGM for September, but it would be premature to set a date just now. We can review the situation in a month's time.

Please find attached an annual report from me, one from Burton Football Club and the minutes of the Tennis Club AGM in lieu of a report. Helen, our treasurer, has also sent two documents for us. This is what she says in her email "*Attached are two documents re the PFA. The pdf document is the 'formal accounts' for the year to 31 March 2020 including the trustees report etc. The excel document is a similar thing, but contains a bit more detail for the committee.*

*Since the end of the year the only financial transactions have been the return of £30 in fete deposits and the purchase of the chairs for £119.60.*

*If anyone has any questions please ask them to contact me by either phone or e-mail." Helen's number is 01509 880666 email [helenandian49@btinternet.com](mailto:helenandian49@btinternet.com) I will let you know if any changes are made.*

You will know that playing tennis is now permitted, so the courts have been brought back into use and the previous Tennis Club committee has handed over to the new committee. There are still restrictions on how games can be conducted. These rules as stipulated by the Lawn Tennis Association, are displayed on the Tennis Club notice board and I will circulate them once I get a digital copy. To manage the situation it is likely that for what remains of this year there will be a one off flat rate fee of £15 per household and no timetable for public or the club. Essentially everyone who pays £15, will be part of the club and the club will administer the scheme. People can play on a first come first served basis and hopefully stick to the agreement that if there is a queue, they limit their time of play to 20 mins. This fee will give them unlimited access to the courts until the present licence agreement expires in January 2021.

Do phone if you want more clarification. I have only been made aware of this proposal today, have discussed it at some length and it seems a sensible way forward as a temporary measure

[There were 5 attachments with this bulletin](#)

- [1. Chairman's annual report](#)
- [2. Burton FC annual report](#)
- [3. Minutes of Tennis Club AGM 2019](#)
- [4. PFA annual accounts for Charity commission](#)
- [5. PFA receipts and payments 31<sup>st</sup> March 2019 to 1<sup>st</sup> April 2020](#)

[If you require copies of these please let the secretary know](#)

It is clear we are not going to be able to meet - even outside, a week on Tuesday. Instead I will summarise where we are up to with PFA business and the situation regarding current projects. I am anxious that to fulfil our obligations we have our AGM (already postponed from May) before the end of the year, particularly as we envisage some

committee changes. We may have no alternative than to hold a 'Zoom' meeting. I have spoken to some of the Trustees to ensure it is possible for them to take part. As yet I do not have a date for this meeting. It will most likely be Monday 26th or Wednesday 28th October, starting at 7.30 and finishing before 8.30. Please let me know if you have a strong preference for one of those dates.

Thank you to Phil who managed to cut the side of the hedge between the field and Pepper's land today. I will be at the field between 11 and 12 noon on Friday morning to clear debris and start a new bonfire pile. Please join me then if you can spare the time. It's unlikely there will be more than 6 of us, so that won't be an issue. If there is more than just me there the job will soon be done. If you want to make a start before then it would be great, but I am not free until Friday morning. If you intend to help with the clearance please be aware that there is some dog muck along the hedge. I cleared some of it today, but there is more.

### PFA Bulletin 21st September 2020

1. Covid -19. All facilities are open but with guidelines based on risk assessments that take into account the current government directives. These will be reviewed before the end of October if Government instructions change. There are Covid -19 risk assessments for play and exercise equipment, tennis courts, pavilion use, football matches and training and playing tennis. These are held by those responsible for the facility and instructions for use displayed on appropriate notice boards.
2. Keep Britain Tidy, September Litter Pick. Unfortunately, despite posters around the village there was little evident participation. I think one or two people did their own thing and of course Peter is picking up litter off the field on an almost daily basis. Robert reported that only two people turned up to borrow equipment. Thanks to Robert for dealing with Charnwood CC over equipment loan and making himself available on Saturday 12th September to facilitate this event
3. Finance. See attached report from Helen. Helen, Robert and Cath will be meeting soon to look at next year's budget. Please contact Cath with comments and suggestions before October.
4. Concrete base for games, and weather shield for Pavilion door. Still no progress. Cath is looking at an alternative approach and contractor.
5. Field and vertidrainning football pitch. It has been too dry to undertake this work. If the ground is not right in the next couple of weeks it will have to be left for the spring when it is also being weed killed.
6. Hedges. Contractors have done Towles Fields hedge. Phil Spencer kindly cut the hedge alongside the Tennis courts and Mike Orton cleared all the debris and weed killed around the courts, so they look in better shape now. Cath will arrange the cutting of the Barrow Rd hedge on the roadside with Phil Kirk .
7. Trees. Cath shortly to meet with Martin Spratling to discuss winter work on trees. There is one very sickly horse chestnut to be dealt with and a couple of other smaller jobs to be done.
8. Tennis Club No update from Tennis Club, they may circulate info in a separate mailing
9. Burton FC. So far they have not needed to use the changing room or pavilion for refreshments. When the changing rooms are required there is a procedure for only 6 players using it at a time. The pavilion was used briefly for collection of match fees. Counter cleaned before and after, light switches door handles etc cleaned as last job before lockup. All according to requirements of the risk assessment – attached. Not sure if I sent it to everyone at the beginning of September. There are also very clear procedures for the conduct of the players and spectators and the sanitizing of equipment. Their fixture list is attached and will be posted on the notice board and the PFA Clubs page on the PC village website.
10. Phoenix FC have had their pitch marked out and will shortly have goal posts installed. Once they have the goal posts they can commence their league fixtures. They also are observing strict procedures to comply with the Covid-19 directives issued by the FA. Phoenix website is now up and running, see <http://www.loughboroughphoenixfc.com/> Here you will find a lot of information about the club and their training schedule and fixtures up until December. Tony

has also obtained a pitch assessment, a useful document in terms of assisting our maintenance plans, but also could be useful evidence when applying for grants for field improvements. Attached for your interest.

11. Playground and Field Annual Inspection. You may not all have received a copy of this, so have attached it. Phil has not been able to do the repairs yet, but intends to do them soon. Cath is obtaining prices for repairs to the playground fence, including the removal of the 'locked gate' and installation of fencing in its place.

It has been reported that the dog mess situation has got worse again. Please be vigilant and if you feel you can, please point out to people who may be unaware, that there are bags available for clearing up in the blue bin by the pavilion. Used bags to go in the bin in the car park.

12. Water heater. It seems likely that the PC will fund the installation of a new water heater in the pavilion. The existing one is the source of the leak and it is not repairable. Robert has obtained a quote for the job.

13. Pavilion changing room refurbishment, some progress made, with at least two contractors and possibly a third giving quotes. Robert is following up contractors and Cath is compiling a list of potential funders and registering interest in funding applications.

14. Contract cleaners for pavilion, as per budget and plan discussed several months ago Cath is getting prices for a one off clean of the changing room and a monthly clean of meeting room / kitchen. She has a meeting with a potential cleaner this coming Friday at 12 noon at the pavilion, if anyone else would like to be there.

15. School Harvest Festival scarecrow trail. Cath received the information attached from the school and has replied that the PFA is happy to host a scarecrow created by the school as part of its trail. If anyone would like to make an additional scarecrow to display on the field the school would be delighted.

16. Village fete and PFA 50th celebration postponed until Sunday 4th July 2021. It is advertised on the Find An Event FB page

17. Porta-loo. Helen has received the interim invoice and Cath has arranged with Paul Hubbard that the PFA keep the porta-loo until the end of half-term, 26th October.

#### Friday 9<sup>th</sup> October 2020

1. Phoenix have kindly produced a scarecrow for the school Harvest Festival scarecrow trail. Tony intends to put it up tomorrow between the Junior pitch and the playground.

2. Our virtual AGM meeting will have to be on **Monday 26th October**. I will plan for **7-8pm**, so it doesn't take up too much of your evening. As it is instead of the AGM we need all the trustees there if possible and at least one representative from each of the clubs. As per constitution, it is open to the public also and I will put a poster up to that effect.

The purpose will be to officially elect the officers and other members of the management committee.

All other PFA business will be done before hand in small distanced meetings or by email.